# The University of Sydney

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| **Policy Name** | Policy on the Allocation and Remuneration of Administrative / Managerial Responsibilities of Deans, Faculty Academic Managers and Heads of Department |
| **Approval Authority** | *Acting Vice-Chancellor* |
| **Approval Date:** | *14 March 1996* |
| **Contact Officer** | *Personnel Services Team* |

## Allocation and Remuneration of Administrative/ Managerial responsibilities of Deans, Faculty Academic Managers and Heads of Departments


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### Policy Statement

### *1.* Introduction

This policy defines the ways in which significant administrative and managerial roles at faculty and department level can be allocated and remunerated. It provides a

framework to accommodate the particular circumstances and needs of the faculty or department, and of the individuals concerned.

***2.* Faculty and departmental administrative/ managerial responsibilities**
The role and responsibilities of deans and heads of department are defined within the Position Description for Deans (March 1995); The Roles of Heads of Department and their Authorities and Delegations (December 1990); and the Delegations of Authority, Part 1.

***3.* Remuneration for administrative/ managerial responsibilities**
Deans and heads of department receive a responsibility loading and other benefits as recompense for the additional responsibilities associated with their position.

These benefits are determined by the level of responsibility and by the size of the administrative unit. The components of the benefits are:

*(a)*

- for deans, an appointment at Level E, if the incumbent is not already at Level E, with the title of professor for the period of the deanship;
- for heads of department, an appointment at step 1, Level D if the incumbent is not already at Level D;

*(b)* a responsibility loading;

*(c)* an expense of office allowance;

*(d)* for deans, a fully-maintained vehicle.

***4.* Allocation of administrative/managerial responsibilities and remuneration**
Each dean and head of department may consider the appropriate allocation of duties within their unit. In recognition of the additional responsibilities undertaken by staff, the dean or head may determine the allocation of appropriate responsibility loadings (taking account of this policy, the level of responsibility already recognised by the academic rank of the individual, and the relative distribution of the workload).

*(a)* For departmental administrative/ managerial responsibilities
The responsibility loading for a head of department represents the total amount approved for the administrative and managerial responsibilities to be performed by the head. The head of department may approve the division of this amount where other academic staff undertake aspects of these duties.

*(b)* For faculty administrative/ managerial responsibilities
The Dean, at his/her discretion, may allocate Faculty funds for administrative and managerial functions undertaken for the faculty by academic staff, provided he/she has sought advice beforehand from the relevant Faculty Management Committee.

***5.* Accountability**
Where a decision is made to allocate administrative and managerial functions, deans and heads of department should recognise their continuing responsibilities which are set out in the Delegations of Authority and their letters of appointment.

***6.* General**

- All allocations are to be met from within devolved funds.
- This policy is effective from 1 July 1994.

## Procedural issues

Responsibility loadings are based on the relative size of a faculty or academic department. The size of each faculty or academic department is reviewed (see below) at the beginning of each year.

Department size is based on a formula that takes account of the budget and the EFTSU of the unit in the previous year. Faculty size is determined by the addition of the constituent academic departments. After the relative sizes are determined, both faculties and departments are grouped into four categories (Very Large, Large, Medium, and Small).

- The loadings are varied in accordance with adjustments to Level E salary.
- The loading is increased from 1 January if a unit moves to a larger category. The loading for an incumbent dean or that available for head of department is not adjusted downward if the unit moves to a smaller category during the term of the current appointment.

## Implementation issues

A schedule of the amounts for the loadings backdated to 1 July 1994 is given in 5 (attached). The loadings for heads of department have been paid in accordance with this schedule since 1 July 1994. The Personnel Policy and Strategic Planning Unit will be responsible for updating the loadings and organising the regular reviews of this policy including the calculation of size of faculties / departments.

Deans and heads of department will determine appropriate procedures for the allocation of administrative and managerial responsibilities and advise the Personnel Services Team for their academic group of the names of staff involved and the amounts to be paid.

Personnel Services Teams will be responsible for organising the appropriate payment of these loadings and formal notification to the recipients.

**BACKGROUND/CONTEXT**

## Purpose/Objectives

The purpose of this policy is to define the way in which administrative and managerial functions, and the appropriate remuneration, are/can be allocated; how faculties and departments will be relatively sized, the responsibility loadings calculated, and how and when the loadings will be reviewed.

## Background

At its meeting of 21 February 1994, VCC considered policies and guidelines for responsibility loadings for academic staff. The effect of the administrative action taken after that meeting was to implement a new scale of rates for heads of department from 1 July 1994. Action on the loadings for deans and other faculty academic managers was not taken at that time. This policy brings responsibility loadings of deans and faculty academic managers in line with those actioned for heads of department.

## Context

This policy:

*(a)* recognises that academic staff perform administrative tasks as part of their normal duties; and

*(b)* acknowledges the need to implement measures to conol salary and other costs. The total cost of these responsibility loadings to the University in 1995 was 0.2% of the GRF.

## References

**Previous policy**
"Responsibility Loadings for Academic Staff - Policy and Guidelines" (3/94 approved in respect of Departmental Officers only)

**Relevant indusial awards/agreements**
Academic Staff Conditions Award; Academic Award Restructuring Agreement (1989), Attachment B, Position Classification Standards.

**Other related policies/references**
Position Description for Deans (March 1995); The Roles of Heads of Department and their Authorities and Delegations (December 1990); the Delegations of Authority, Part 1; Expense of Office Allowances (Accounting Policy and Procedures Statement); University Vehicles Policy; University Salary Packaging Policy (being finalised).

## Authority/ consultation

- VCC resolved to note the principles on responsibility loadings as recommended by the Acting Deputy Vice-Chancellor and approved by the Acting Vice-Chancellor (December 1995).
- The Acting Deputy Vice-Chancellor (Staffing) and the Personnel Policy Development Group have collaborated in the development of this policy.

## Ownership

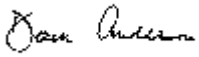
- The Acting Deputy-Vice-Chancellor (Staffing)

- Personnel Services

## Dates

### Approval

By



Acting Vice-Chancellor

Date

14 March 1996
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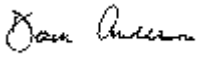
**Date of effect:**

Policy backdated to 1 July 1994. Payment of loadings:

- *heads of department* - 1996 sizing / rates applicable from 1 January 1996;
- *deans and faculty academic managers* - 1994 sizing / rates applicable from 1 July 1994, 1996 sizing / rates applicable from 1 January 1996

### Amendment

By



Deputy Vice-Chancellor (Academic and Staffing)

Date

29 October 1997
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**Date of effect:**

1 November 1997

**Proposed date of review:**

December 1998